



# CRT-Science & CRT-Alt Materials

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Montana OPI Assessment/Data Conference

# About This Training

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This training will be broken into several sections:

1. Test Preparation for System and School Test Coordinators
2. Receipt and Distribution of CRT Test Material from Measured Progress
3. Test Preparation: Student Labels & Answer Booklet Coding
4. Test Administration
5. Post Test and Returning Materials to Measured Progress



# Test Preparation for System and School Test Coordinators

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# Prior to receiving materials

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- Go to <http://opi.mt.gov/curriculum/MontCAS/>
- Familiarize yourself with the CRT and CRT-Alt section of the site, in particular the contents located in the Test Administration tab.
- Identify students who need to be registered for the CRT Alternate Assessment by January 15.
- Identify students who qualify to use test accommodations for the CRT-Science administration
- Order large print test booklets if needed
- Make sure your local student information is current and accurate and has been uploaded to AIM by January 24 for student label creation
- Plan training with all staff involved with test administration using appropriate OPI resources

# Prior to receiving materials

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## Alternate Assessment Registration

- System Test Coordinators who have not already registered eligible students for the CRT - Alternate can do so January 2 – 15 using Measured Progress' iServices website.

## Large Print Ordering

- Large print test booklets can be ordered from Measured Progress' iservices website.
  - Note: pre-ordered large print test booklets will arrive with the test shipment shipped from Measured Progress on February 7. Large print test booklets can also be ordered as an additional material after your primary shipment arrives.



# Prior to receiving materials

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When identifying students for accommodations use please note the following:

- Accommodations are available to all students on the basis of individual need, regardless of disability status. Decisions regarding accommodations should be made by the student's educational team on an individual basis, consistent with either previous accommodation decisions for the student or current educational needs.
- Any accommodation(s) used during testing must be consistent with those used during the student's regular classroom instruction and assessment for at least three months prior to testing.
- Standard accommodations are changes in the way a test is administered or responded to by the student who is being tested.
- Nonstandard accommodations change what is being measured by the test and will result in the student being reported as a "Novice." .

# Prior to receiving materials

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## Accommodations continued:

Double starred (\*\*) standard accommodations are intended for use with students identified as IEP/504/LEP. These accommodations must be listed in the student's IEP, 504 plan, or LEP plan.

- In unusual circumstances, approval may be requested for a general education student (not identified as IEP/504/LEP) to be administered the CRT with an accommodation keyed with \*\*.
- **New this year:** For prospective cases in which the request is not related to a medical emergency, the guidelines below should be followed:
  - The accommodation has been in place and used regularly in classroom instruction for at least three consecutive months.
  - A team made the decision about the appropriateness of the accommodation for instruction and formalized assessments.
  - There are data to demonstrate the effectiveness of the accommodation for the student on formalized assessments.
  - The accommodation is used in the administration of ALL other formalized assessments such as MAPS, chapter tests, unit tests, and other tests administered to groups of students.

Contact Judy Snow, 406-444-3656 or [jsnow@mt.gov](mailto:jsnow@mt.gov), for additional information.

Instructions for the online process to request approval will be provided to System Test Coordinators in a separate document.

# Important Resources and References

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## The OPI Website

<http://www.opi.mt.gov>

- Select “*Curriculum and Assessment*”
- Select “*CRT & CRT - Alt*”
- The following manuals can be accessed and downloaded
  - *Guidelines and Procedures for Test Security*
  - *Accommodations Manual*
  - *CRT Test Coordinators Manual*
  - *CRT Test Administration Manual*
  - *Checklist for MontCAS Quality Assurance*
  - *Registering Students for the CRT-Alternate Assessment*
  - *CRT-Alternate Administration Manual*
  - *Global Test Taking Tips*



# Important Resources and References

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## Measured Progress' iServices website

To access iServices go to <http://iServices.MeasuredProgress.org>

- Select “Montana” or “Montana Alternate Assessment” from the drop down menu
- Select a service:
  - Registration for upcoming CRT and CRT-Alternate test development meetings
  - CRT Alternate Registration
  - Order Large Print Test Booklets
  - Access the online reporting system (MARS)
  - Download additional forms and manuals
  - Order additional testing material
  - Request a UPS pickup for the return of your testing material
  - Online Test Security Agreement

# Test Security

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- Test coordinators and administrators are prohibited from disclosing the contents of CRT assessments. All test questions are secure. Under no circumstances should Test Booklets or marked Answer Booklets be reviewed, circulated, duplicated, or discussed. The only exception is for the administrator who needs to read to the student who is taking the test with a modality accommodation.
- Any concern about a breach of test security or noncompliance with test administration procedures must be reported immediately to the principal, System Test Coordinator, and State Assessment Director.
- All System Test Coordinators and school principals should be familiar with *OPI Guidelines and Procedures for Test Security* provided by OPI. This OPI publication outlines reporting procedures for testing irregularities, as well as a sample of the online reporting form. **The form must be completed and submitted to OPI within five days of the incident.** More information on test security can be found on the OPI Web site.
- All System Test Coordinators and school principals/authorized representatives must each complete an online test security agreement after testing. The agreements will be online at the Web address: <http://iservices.measuredprogress.org>.

# Important Contacts

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For information regarding:

- CRT and CRT-Alternate programs
- Assessment policy issues
- Test security, and accommodation Contact:
  - Judy Snow, Montana State Assessment Director, Office of Public Instruction
  - Phone: (406) 444-3656
  - E-mail: [jsnow@mt.gov](mailto:jsnow@mt.gov)

For general information regarding:

- CRT and CRT - Alternate shipping and receiving
- Ordering additional materials
- Montana Assessment Reporting system (MARS)
- Upcoming Measured Progress sponsored events contact:
  - Measured Progress Montana Service Center
  - (888) 792-2741
  - E-mail: [greenlaw.timothy@measuredprogress.org](mailto:greenlaw.timothy@measuredprogress.org)

# Important Dates\*

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- December 16, 2016 - Test coordinator's and administration manuals are posted online.
- February 3, 2014 - System Test coordinators can download CRT-Alternate test booklets
- February 14, 2014 - Test Materials will begin to arrive at system offices via UPS
- February 17 – March 25, 2014 - CRT – Alternate test window
- March 3 – March 25, 2014 - CRT test window
- Monday, March 10 , 2014 - Reminder: is the first day of Day Light Savings time. Some schools may choose not to test on this day.
- March 27, 2014 - Last day to ship return materials
- April 1, 2014 - Used Answer Booklets must be received at Measured Progress  
Note: Used Answer Booklets received after this date could delay the reporting of all results or impact individual district or school AYP results.

\*Complete list of dates on pg. 3 of Test Coordinator Manual



# Receipt and distribution of CRT Test material from Measured Progress

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# Receiving Test Materials

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Materials will be shipped on Feb 7, 2014

- All material is shipped to system offices.
  - The System Test Coordinator should be notified immediately upon receipt of test material.
- Materials are packed by school and by grade.
- Test materials quantities determined by enrollment plus a small overage
- CRT-Alternate Materials will be included in this shipment
  - To receive CRT-Alternate materials students must have been registered on MP registration site during the Fall/Winter registration windows.

UPS and should deliver boxes to system offices on or after February 14, 2014

- If you do not receive all your expected material by February 19, 2014 contact the Measured Progress Service Center

(For more information see page 4 of the *Test Coordinators Manual*)



# Test Materials

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Boxes of test materials for each school and grade in a system contain:

1. Memo
2. Materials Summary
3. Student labels – sorted by grade, teacher, student
4. Form for unused barcode labels
5. CRT Test Coordinators Manual (TCM)
  - 1 manual for each school packed with the lowest grades materials
6. Test Administrators Manuals (TAM)
  - 1 per grade for each school, plus 1 for every 20 students enrolled
7. Special Handling Envelope
8. UPS ground label for returning test booklets and CRT-Alternate materials
9. “For Return of Used Answer Documents” envelope(s)
10. Flat box with pre-affixed UPS 2Day RS label for returning used Answer Booklets
11. Test booklets (large print & Braille)
12. Answer Booklets
13. CRT–Alternate Return Materials:
  - White plastic envelopes 1 per student, checklist, survey and return instructions
14. CRT–Alternate Test Material Kits
  - Grade-specific accordion folders with test materials
  - 1 per school, or use old kits from previous years

# System Inventory

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## System offices will receive material boxes:

- For all schools within that system in grades 4, 8 and 10
- Any school that had registered a student for the CRT Alt
  - Ensure that materials for all school and grade combinations expected to test have been received
  - Distribute boxes to schools

# Box Inventory

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## Box Inventory

- Open boxes and inventory contents immediately
- Verify that the quantities you received match the quantities listed on the Material Summary Form.
  - Count your test booklets, the count should match the quantity listed the on the Materials Summary Form, record this number for reference when preparing to return test booklets after testing.

If you find a discrepancy contact Measured Progress immediately

## Test Booklets

- Under no circumstances should test booklets or marked Answer Booklets be reviewed, circulated, duplicated, or discussed. The only exception is for the administrator who needs to read to the student who is taking the test with a modality accommodation.
- Test booklets are secure material, this means that they are confidential as noted above and that all test booklets received by a system/school must be returned to Measured Progress.
- If a test booklet is damaged or destroyed for any reason, document the booklet number and notify OPI and Measured Progress


# Additional Materials

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- Additional Materials may only be ordered if you have already received a shipment.
- To order materials you will need the schools MP Ship Code. This code may be found on the Material Summary Form. (see example on next slide)
- Additional CRT test booklets and Answer Booklets, may be ordered via *iServices* from the day you receive your material until March 21.
- Additional Alternate materials can only be ordered by calling or emailing Tim Greenlaw at Measured Progress
- Additional large print test booklets are ordered as an additional material on the *iServices* page, orders received after March 10 will not be processed.
- Additional shipping materials may be ordered until March 24.
- Additional manuals and forms can be downloaded from the OPI website or the *iServices* website

# Material Summary Example

MP Ship Code



**Measured Progress**

50 Education Way  
Dover, NH 03820

## MATERIAL SUMMARY

**Ship To:**

<b>MP Ship Code:</b> 000000000207936		<b>Date Packed:</b> 02/14/2008	
<b>Contract:</b> 102300	<b>Contract Name:</b> MONTCAS 2007-2008		<b>Administration:</b> 2007 - 2008
<b>County Code:</b>	<b>County Name:</b>	<b>SU Code:</b>	<b>Superintendent Unit Name:</b>
<b>District Code:</b> 0997	<b>District Name:</b> Wibaux K-12 Schools		
<b>School Code:</b> 1789	<b>School Name:</b> Wibaux 7-8		<b>Grade:</b> 08 <b>Enrollment:</b> 6
<b>Total Boxes Shipped:</b> 2			

Box Label: 000000211547001	Unit	Qty Shipped	Qty Received	Qty Returned
Content				
Grade 8 Test Booklets	EA	10		
Return of Answer Document Box(es) with Attached 2-Day RS Label	EA	1		
Grade 8 Student Response Booklet	EA	10		

Box Label: 000000211547002	Unit	Qty Shipped	Qty Received	Qty Returned
Content				
Grade 8 Set of Student Labels	EA	1		
Return Service Labels - Ground	EA	1		
Special Handling Envelope	EA	1		
Grade 8 Return of Used Answer Document Envelope	EA	1		
Memo	EA	1		
Grade 8 Test Administration Manual	EA	1		
Form for Voided Barcode Labels	EA	1		
Material Summary	EA	1		

MP Ship Code: ★ 000000000207936 ★

Page: 1 of 1



# Test Preparation: Student Labels & Answer Booklet Coding

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# Student Labels and Label usage

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Label Data was extracted from AIM. All students enrolled at your school in AIM on January 24, 2014 should have a label.

- A student label is valid when the state student ID matches the student being tested regardless of the accuracy of the other information on the label. All demographic or label data errors should be reported to the AIM staff at OPI immediately.
- If you did not receive a label for a student you must bubble Boxes A, B, D & E on page1 of the Answer Booklet
- Teacher information was also included in the AIM extract. If a teacher name was included in the AIM “sortby” field this will be printed on the label
- The CRT AIM count date is March 11. Enrollment and participation updates need to be completed in AIM by March 21, corrections to data may continue to be updated until April 25. Keeping your AIM data correct and up to date will ensure the accurate reporting of participation and assessment results\*

\* Reporting errors that are identified as the result of improper coding in AIM or on the Student Answer Booklet will not be rectified in MARS. Any errors identified as the result of improper handling by Measured Progress will be fixed and results will be re-posted on MARS

# Student Labels

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## Example of Students Barcode Label

Student Last, First M	Dis-Sch Code
Teacher: Teachers Name	Grade: 04
	
1234567890	
School Name	SSID: 1234-567-890

# Unused Barcode Label form

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- One form will be included in each school/grade shipment (this form may be copied or downloaded)
- This form is used to identify those students who you received a barcode label you did not use for any reason
- The form is school specific but not grade specific, thus multiple grades can be included on one form (in some cases only one form may be needed per school)
- Return the form (loose) in any grades “Used Answer Document” box.

# Student Answer Booklets

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- Grade 3, 5, 6 & 7 – Alternate
  - Separate Answer Document
- Grade 4, 8 & 10 – Science & Alternate
  - CRT-Alt included
- Use of markers and highlighters
  - Encouraged as long as the area to be bubbled is left unmarked
- Page 1 bubbling
  - Label vs. no label
  - Grades 4, 8 & 10 Test Booklet Form Number

**All “required” information in Boxes A–E must be bubbled if there is no student ID label.**

TEACHER NAME:	
<b>F</b>	<b>FORM (COVER OF TEST BOOKLET)</b> <i>(Required with or without label)</i>
<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	

*Printed on the cover  
of each test booklet is  
a form number (1-4.)*

STUDENT ID LABEL

*Affix Student Label here*

VARIABLE BARCODE



- Page 2 bubbling

- Student not enrolled (i.e. homeschooled)
- Student enrolled less than 180 hours and taking a reading or mathematics course
- First Year LEP bubble

- Accommodations (for more information see the *TCM* and OPI's *Accommodations Manual* or *The OPI Guidelines for Accommodations* )
- CRT-Alternate students should **not** have any accommodations bubbled

- Must be completed by the test coordinator for participating private and non-accredited schools

 Montana  
**Office of Public Instruction**  
Denise Juneau, State Superintendent  
[opi.mt.gov](http://opi.mt.gov)



# Transferring Scores

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## Large Print and Braille

- Students taking the CRT in the large print or Braille format may mark their responses in the actual test booklets.
- If this was done the test administrator must transfer the student's responses from the Test Booklet to the student's Answer Booklet if the student is to receive a score.

# Transferring Scores

- For students who took the CRT-Alternate, scores **must** be transferred from the Test Booklet to the Answer Booklet
- Also, the yellow teacher questionnaire should be bubbled in the state use only in the section of the answer booklet (Page 2).

GRADE 8 CRT - ALTERNATE  
READING

1. 4	6. 4 2 2 1 0	11. 4 3 2 1 0	16. 4 3 2 1 0	21. 4 3 2 1 0
2. 4	7. 4	12. 4 3 2 1 0	17. 4 3 2 1 0	22. 4 3 2 1 0
3. 4	8. 4	13. 4 3 2 1 0	18. 4 3 2 1 0	23. 4 3 2 1 0
4. 4 2 2 1 0	9. 4 3 2 1 0	14. 4 3 2 1 0	19. 4 3 2 1 0	24. 4 3 2 1 0
5. 4 3 2 1 0	10. 4 3 2 1 0	15. 4 3 2 1 0	20. 4 3 2 1 0	

TEST ACTIVITY ADMINISTRATION INFORMATION

<b>Content exposure/generalization</b>	<b>YES</b>	<b>Assessment materials used</b>	<b>YES</b>
1. The materials used and/or the information assessed in these test activities was new to the student.	<input type="checkbox"/>	15. Materials consisted primarily of written text.	<input type="checkbox"/>
2. The materials used and/or the information assessed in these test activities has been introduced to the student several times prior to scoring.	<input type="checkbox"/>	16. Materials were primarily nontext (e.g., pictures/videos, read objects).	<input type="checkbox"/>
3. The materials used and/or the information assessed in this test activity is very familiar to the student.	<input type="checkbox"/>	17. How helpful were the test activity materials in the material kit on a scale of 1 (not very helpful) – 4 (extremely helpful)?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<b>Test implementation</b>	<b>YES</b>	18. Did you use the materials CD provided in the materials kit?	<input type="checkbox"/>
4. The student completed the test activity.	<input type="checkbox"/>	19. If you used the materials CD, how helpful was it on a scale of 1 (not very helpful) – 4 (extremely helpful)?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
5. The student completed the evidence templates, and they are attached to the CRT-Alternate Test Booklet.	<input type="checkbox"/>	<b>Individualized adaptations used</b>	<b>YES</b>
6. Student's name is written on the evidence templates.	<input type="checkbox"/>	20. Assistive technologies (e.g., AlphaSmart, calculator, BIGmack switch, IntelliKeys keyboard, etc.).	<input type="checkbox"/>
7. The Teacher Recording Sheet for each piece of student evidence is completed.	<input type="checkbox"/>	21. Software programs (e.g., word prediction programs, Writing with Symbols, etc.).	<input type="checkbox"/>
8. Student's name is written on the Teacher Recording Sheets.	<input type="checkbox"/>	22. Presentation adaptations (teacher reads or signs, e-textbook, large print, etc.).	<input type="checkbox"/>
9. Did you view the teacher training CD provided with the test materials before administering the test?	<input type="checkbox"/>	23. Response adaptations (student dictates to teacher, student uses picture symbols, etc.).	<input type="checkbox"/>
10. How valuable was the teacher training CD on a scale of 1 (not very valuable) – 4 (extremely valuable)?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	24. Other (please indicate):	<input type="checkbox"/>
<b>Administration time</b>	<b>Total time</b>		
11. Set-up/planning time	<input type="checkbox"/> ½ hr. <input type="checkbox"/> 3 hr. <input type="checkbox"/> 1 hr. <input type="checkbox"/> 4 hr. <input type="checkbox"/> 2 hr. <input type="checkbox"/> 5 hr. or more		
12. Time directly administering the assessment	<input type="checkbox"/> ½ hr. <input type="checkbox"/> 2 hr. <input type="checkbox"/> 1 hr. <input type="checkbox"/> 3 hr. or more		
13. Test administration sessions	<input type="checkbox"/> 1 day <input type="checkbox"/> 4 days <input type="checkbox"/> 2 days <input type="checkbox"/> 5 days <input type="checkbox"/> 3 days <input type="checkbox"/> 6 or more days		
14. How often did you use the breaks in the assessment?	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never		

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# Test Administration

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# Test Security

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- Test coordinators and administrators are prohibited from disclosing the contents of CRT assessments. All test questions are secure. Under no circumstances should Test Booklets or marked Answer Booklets be reviewed, circulated, duplicated, or discussed. The only exception is for the administrator who needs to read to the student who is taking the test with a modality accommodation.
- All System Test Coordinators and school principals should be familiar with OPI Guidelines and Procedures for Test Security provided by OPI.
- This OPI publication outlines reporting procedures for testing irregularities, as well as a sample of the online reporting form. The form must be completed and submitted to OPI within five days of the incident. More information on test security can be accessed on the OPI Web site.  
<http://opi.mt.gov/curriculum/MontCAS/>

# Test Administration Manual

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The Test Administration Manual (TAM) should be read by all staff involved with administering the CRT.

Important topics include:

- Instructions for Test Administrators.
- The manual contains “scripts” that should be read to all students before all test sessions.
  - Use of the test “script” helps insure a uniform test taking experience for all Montana students.
  - Test Security
  - Suggested Testing times
  - Accommodations usage





# Post Test and Returning Materials to Measured Progress

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# Post Administration

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- After Testing
- Collect materials and verify that you have an answer booklet for each student tested
- Inventory Test Booklets
  - OPI requires that all test booklets be returned to Measured Progress
- Make sure that the answers for students who used a large print test booklet have been bubbled into the Answer Booklet that was included with it
- Verify that each Student Answer Booklet has a barcode label or has the appropriate name and Student ID bubbled on page 1
- Check page 2 for appropriate coding
- Complete online test security agreement

# Test Security Agreement

- The test security Agreement is now online at
  - [iservices.measuredprogress.org](https://iservices.measuredprogress.org)
  - Select the system and your role
  - Enter the requested information
    - Note the link to the documentation

## Montana CRT – Test Security Agreement

Select your System:

System:

Select System

Select your role within the system:

System Test  
Coordinator

School  
Principal/Authorized  
Representative

Exit

## Montana CRT – System Test Coordinator Test Security Agreement

Please fill in information below. The required fields are marked with an asterisk.

\* System Name:

Absarokee Public Schools

\* Contact Name:

\* Contact Phone:

\* Have you read and complied with [System Test Coordinator Agreement documentation](#) posted on the OPI website?

Yes ☐ No ☐

Hyperlink to open in a separate window

Next

Clear

Exit

# Test Security Agreement Cont.

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- A confirmation page will show all entered information
- Be sure to click confirm to complete the process

Montana CRT – Test Security Agreement

Please click the "Confirm" button to save and submit information. Use the "Back" button if you need to correct your entry before submitting.

System Name: 0919: Absarokee Public Schools  
School Name: 1775: Absarokee 7-8  
Contact Name: DS  
Contact Phone Number: (333)333-9999  
Title: Principal  
Have you read and agreed to the security documentation on the OPI website? Yes

Please click the "Confirm" button to submit information.

# Packing Instructions

(see TCM for more detailed instructions)

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Used Answer Booklets are to be returned in the boxes labeled “For the Return of Used Answer Documents.” Boxes must be shipped to Measured Progress no later than March 28, 2014. Boxes should include:

- Grade specific “For Return of Used Student Answer Documents” envelopes containing used answer booklets
- “Special Handling” envelopes (if necessary)
- Completed Voided or Unused Barcode Label Form (if necessary)

Used Answer Booklets must be received by Measured Progress by April 2 to insure on time release of test results

# Packing Instructions for the CRT Test Booklets and Unused Materials for return to Measured Progress

(see page 15-17 of TCM for more detailed instructions)

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- Test Booklets
- Put all test booklets and unused materials into the boxes, seal and apply the UPS ground labels that you received in the initial shipment
- March 27, 2014 is the deadline to ship booklets and unused materials (including Answer Booklets): CRT Test Booklets and unused Answer Booklets are to be kept secure, inventoried, and accounted for prior to returning them to Measured Progress. Any missing booklets are considered a security breach and will be treated as a serious testing irregularity and could impact AYP results.

# Packing Instructions for CRT-Alternate Test Material for return to Measured Progress

[\(see page 15-17 of TCM for more detailed instructions\)](#)

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Materials should be packaged separately in the white plastic envelopes (one for each student) marked “For Return of CRT-Alternate test Materials.” The envelope should contain:

- Used or unused student answer booklet
- CRT-Alternate Test Booklet
- Teacher Recording Evidence Form (in the Test Booklet)
- Materials Replacement form (if necessary)

Return completed CRT-Alternate Assessment envelopes to your system test coordinator for shipment to Measured Progress.

The accordion file material kits should be retained in a secure location at the system office for future CRT-Alternate test administrations.



# Returning Test Materials to Measured Progress

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It is never too early to return materials!

## Two shipping methods for materials

- **UPS 2<sup>nd</sup> Day Air – Used CRT Student Answer Booklets**
  - Label is pre-affixed to the grade specific “For Return of Used Answer Document” boxes
- **UPS Ground – Used and unused CRT Test Booklets, unused CRT material and CRT-Alternate Return Envelopes**
  - Ground labels were included with testing material. Please remove the original shipping label and place the UPS Return Service label on the original shipping containers
  - A CRT-Alternate return envelope was provided for each student registered for the alternate assessment

# Return to Measured Progress via UPS

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Primary ways to arrange a UPS pick-up:

- Option 1 – use iServices to arrange next day pick-up
- Option 2 – Call UPS directly to arrange a pick-up
- Option 3 – give pre-labeled boxes to any UPS driver

# Reporting

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- Montana Analysis and Reporting System (MARS)
  - Assessment results will be reported by noon on June 3, 2014.
  - Access MARS via the *iServices* website
    - <http://iservices.measuredprogress.org>
- Passwords will remain the same
  - Password information may only be obtained from OPI
  - New password requests are to be through OPI
- Parent letters and labels will be shipped the first week of September
- PDF files of the parent letters will be posted on the reporting section of MARS

# Contact Information:

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## Assessment materials

### Administrators:

*Contact Your System Test Coordinator*

### System Test Coordinators:

*For questions regarding materials, shipments and return procedures, contact Measured Progress:*

*Montana Service Center at (888)792-2741*

*Tim Greenlaw*

*Phone: 1-800-431-8901 x2309*

*Fax: 1-866-283-2197*

*E-mail: [greenlaw.timothy@measuredprogress.org](mailto:greenlaw.timothy@measuredprogress.org)*

## Policy, Accommodation and Security procedures

*Judy Snow*

*Phone: 1-406-444-3656*

*[jsnow@state.mt.us](mailto:jsnow@state.mt.us)*